

ASSISTANT ENGINEER
DRAFT
~~(TEMPORARY CONTRACT)~~

DEFINITION

Under general supervision or direction of an assigned supervisor, performs a variety of engineering activities including the design, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

CLASS CHARACTERISTICS

This is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series. Advancement from the Assistant Engineer level to the Associate Engineer level is in accordance with District policies and procedures, including obtaining a California professional engineer's license.

EXAMPLES OF DUTIES (Illustrative Only)

- ~~Participates in pre-design, pre-construction and utility coordination meetings and reviews and evaluates the impact of proposed projects;~~
 - Calculates plan check, inspection and connection fees and prepares conditions of approval; issues construction permits; collects connection fees and miscellaneous engineering fees; confirms connection fees paid prior to installation of water meters; assists supervisor in administration of reimbursement agreements, including confirmation of reimbursement amounts;
 - ~~Participates in the establishment of construction methods and project schedules;~~ Serves as project manager for assigned small capital projects and may serve as resident engineer also on smaller projects;
 - Coordinates capital improvement projects with contractors, utility companies, other agencies ~~and the public~~; maintains ~~construction~~ diaries, ~~prepare~~ approving change orders and payments;

- Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, ~~selects project team~~, procures professional services, negotiates contracts and task orders, reviews ~~and approves~~ progress payments and change orders ~~within authority granted by the District Board~~;
- Assists in the preparation of the CIP Budget, determines components (e.g., staff time, materials, equipment) to be funded and estimates costs;
- Coordinates water system and sewer system construction with operations, municipal public works departments, and other appropriate agencies;
- Interprets drawings and specifications to resolve differences on technical matters, enforces project safety standards, ensures compliance with District infrastructure standards;
- ~~Assists with development of requests for proposals and consultant selection and management and oversees assigned projects for compliance with budget, quality and schedule constraints;~~
- Participates in design activities in preparing plans, specifications and cost estimates; prepares plans for review by a registered engineer as appropriate;
- Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposal submitted by private engineering firms;
- Prepares reports and presents data related to water demand, usage, and conservation;
- Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District water and wastewater infrastructure development and maintenance;
- Principles and practices of civil engineering;
- Principles and procedures of project management including planning, scheduling, budget, and control;
- Principles and practices of cost estimation and contract administration;
- Methods, materials, and techniques used in the construction of public utilities projects;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;

- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Construction methods, materials, specifications and codes;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

Skill in:

- ~~Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals;~~
- ~~Establishing and maintaining effective working relationships with those contacted in the course of the work;~~
- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, board staff reports, -correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Making effective public presentations;
- Maintaining accurate records and files.

Education:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

One to two 1-2 years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

License:

Must possess Engineer-in-Training (EIT) certification with State of California or be eligible to sit for the EIT exam at date of hire;

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Assistant Engineer - Draft

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FLSA: Non-exempt -eligible for overtime

Bargaining Unit: Marina Coast Water District Employees Association

DRAFT

LABORATORY SUPERVISOR~~WATER QUALITY CHEMIST~~
DRAFT

DEFINITION

Under general direction, supervises the operation of the certified laboratory to provide services in support of water and wastewater operations for the potable water supply; performs standard and complex physical, chemical and bacteriological analyses and data interpretation of surface and ground water, and performs other related work as required.
~~Under general supervision, performs standard and moderately complex physical, chemical and bacteriological analyses and data interpretation of surface and ground water; conducts field sampling and field investigations and computer data entry and analysis; and performs other related work as required.~~

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Operations and Maintenance Superintendent
~~Water Quality Manager.~~ Supervision is exercised on subordinate staff.~~No direct supervision of staff is exercised.~~

CLASS CHARACTERISTICS

This single position class is responsible for planning, ~~overseeing,~~ overseeing, ~~directing,~~ and coordinating a variety of laboratory services, including water and wastewater analyses, data management, and the evaluation and incorporation of new technology.

This single position class requires knowledge and skill in performing a wide variety of water analyses, including the use of instrumentation. The incumbent must use independent judgment in carrying out assigned laboratory activities. This class ~~is distinguished from the Water Quality Manager in that the latter~~ is responsible for planning, directing, and managing the water quality program; directs the operation of the certified water quality laboratory; supervises ~~laboratory and~~ support staff and provides technical guidance and expertise to the District and others on water quality matters.

EXAMPLES OF DUTIES (Illustrative Only)

- Schedules, Pperforms and interprets a variety of moderately complex and standard physical, chemical, and bacteriological tests and analysis on water supply samples, distribution system samples, wastewater ~~treatment-collection~~ system and ~~reclaimed-recycled~~ water samples, following specific procedures; recognizes potential or actual problems which may occur in an analytical procedure; applies known procedures or confers with supervisor to find solutions.

- Coordinates special investigations in water, wastewater, and process control; recommends changes in methods, and operations, as indicated by study findings and regulatory compliance monitoring.
- Provides technical consultation to engineering and operations staff in the evaluation and solution of problems on water quality or where laboratory analysis is necessary.
- Receives, investigates and responds to complex inquiries and complaints regarding water quality.
- Coordinates existing and plans new sample collection programs, conferring with field sampling personnel as required.
- Implements and reviews the effectiveness of a laboratory quality assurance program; recommends improvements in methods to maintain adequate standards.
- Assists and confers with other District staff as required; represents the District in meetings with governmental and industrial representatives, regulatory agencies, and members of professional and technical organizations.
- Prepares and standardizes chemical reagents, prepares and sterilizes bacteriological media.
- Researches district water quality laboratory data files; interprets and analyzes data and determines long term trends using graphs, maps and statistical calculations; reduces laboratory results to usable data; prepares reports.
- Compiles, maintains and enters water quality data on computer files.
- Sets up, calibrates, operates and performs routine maintenance on a variety of complex laboratory equipment and instruments.
- ~~Oversees C~~ollection ofs water samples from ~~test~~-wells, tanks, reservoirs and distribution systems for analysis according to a predetermined schedule; operates and maintains automatic sampling equipment; determines if additional sampling may be necessary to assure adequate information; determines which wells to add or delete from well testing program; ~~informs supervisor of actions.~~
- Assures that Federal, State and County laws, rules, regulations and guidelines on sampling, testing and record keeping are adhered to.
- Observes standard safety precautions related to the work; conducts safety meetings, hazard evaluation surveys, and other safety programs.
- Performs laboratory quality assurance tests and maintains proper quality assurance in performing analytical work and for laboratory accreditation and certification.
- ~~Assists the supervisor in performing research and experiments to solve problems.~~
- Reviews environmental impact reports and various other technical reports submitted by other agencies; prepares departmental comments.
- Investigates, resolves and responds to water quality inquiries from the public.
- Assists in conducting training programs in sample collection and basic laboratory procedures for operations personnel.
- Reviews technical journals, articles, books and attends seminars and training in order to remain current on developments in the water quality field.
- Maintains and updates periodic inventories of laboratory chemicals, equipment and supplies.

- ~~Prepares~~ ~~Assists in the preparation of~~ the annual laboratory budget ~~recommendations~~ and ~~monitoring of budget~~ expenditures throughout the fiscal year.

QUALIFICATIONS

Knowledge of:

- Principles of statistical, quantitative and qualitative analysis.
- Standard administrative techniques including planning, scheduling, training, supervising, and budgetary control functions.
- Principles of chemistry, microbiology, and closely related sciences.
- Principles and methods used in physical, chemical and bacteriological testing of water and wastewater samples.
- Principles and techniques of laboratory, plant and ~~field~~ field safety methods and practices.
- Applicable State and Environmental Protection Agency regulations.
- Chemical laboratory methods, equipment, facilities, and materials.
- Sampling techniques and methods.
- Safety practices and procedures related to the work.
- Computer systems, applications, and automated equipment related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Working with the chemicals and equipment used in water, wastewater, marine or recreational water and recycled water analysis.
- Maintaining accurate and up-to-date records using automated and manual systems.
- Performing standard and moderately complex physical, chemical and ~~microbacterial~~ bacteriological analysis of water.
- Evaluating the outcome of laboratory results in order to detect errors and recommend solutions.
- Set up, operate, calibrate and perform routine maintenance on complex analytical instruments.
- Using sound independent judgment.
- Preparing clear, complete, and accurate records and reports.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor of Science's degree from an accredited college or university with major coursework in chemistry, biology, or a closely related field. completion of four years of college, with major coursework in chemistry, microbiology or a closely related science.

Experience:

Five years of increasingly responsible work experience in water or wastewater and industrial laboratory testing, analysis, and control, including two years of increasingly responsible supervisory experience. Three years of experience in water or wastewater laboratory testing.

License:

Must possess at appointment date:

-California Water Environment Association Laboratory Analyst Grade I certificate or American Water Works Association Water Quality Analyst Grade I certificate. Laboratory Analyst Certificate issued by the Water Environment Association or a Grade I Water Quality Analyst Certificate issued by the American Water Association, is a requirement for this position.

The following certification must be obtained with 24 months of appointment date:

A-American Water Works Association Water Quality Analyst Grade II2 certificate must be obtained within two years after hire to retain this position.

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to safely lift 50 pound containers of liquid and place on overhead shelves, carry up to 60 pounds, stand for extended periods of time and perform multiple work activities that require a significant level of physical and mental coordination; vision to read printed material and identify color changes encountered in routine chemical analysis;- hearing and speech to communicate in person and over the telephone.

FLSA: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

OPERATIONS AND MAINTENANCE SUPERINTENDENT

DEFINITION

Under administrative direction, plans, organizes and provides administrative direction and oversight for all District operations and maintenance functions including laboratory and water conservation and activities; plans, manages and coordinates the installation, operations, maintenance and repair of water treatment and distribution and/or wastewater collections systems and related facilities; ensures the reliable operation of all equipment, whether stationary or mobile; ensures conformance with applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager and/or the Deputy General Manager/District Engineer. Direct supervision is provided to Assistant—Operations and Maintenance Supervisorintendent, Laboratory Supervisor, and Water Conservation Specialist. General supervision is provided to Operations and Maintenance staff. -staff_ through subordinate levels of supervisory staff.

CLASS CHARACTERISTICS

This is a single-position management classification functioning as head of the District's Operations & Maintenance Department. The incumbent oversees and directs all activities of the Operations & Maintenance Department, Laboratory and Water Conservation programs, including short- and long-range capital improvement planning and budgeting. Responsibilities include coordination of safety program, establishing procedures and policies for employee safety, training, and documentation. This position serves as the District's Emergency Operations Center Director and assures that emergency planning is up to date. The position also serves as the Fats Oils and Grease Source Control Program Administrator and the District's Backflow and Cross Connection Control Administrator and maintains records to ensure conformity with specifications, compliance and maintenance of these programs. The incumbent facilitates department activities with those coordinating the activities of the department with those of other appointed officials and managing and accomplishing oversees the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning, and operational goals and objectives, -and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Ensures compliance with state and federal regulations regarding water quality, employee safety and environmental issues.

- Implementations and administration of the District's Backflow and Cross Connection Control program to ensure that the water system is protected from contamination, all testing has been performed annually and appropriate records are kept as required by law.
- Provides administrative oversight and support of the Fats, Oils, and Grease (FOG) Source Control and Backflow programs;
 - Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software;
 - Oversees laboratory programs that support water and wastewater treatment plant operations and processes and related water quality activities and supports the District's Environmental Laboratory Accreditation (ELAP) program certification.
 - Coordinates special investigations in water, wastewater, and process control and ensures necessary changes are made, as indicated by study findings and regulatory compliance monitoring.
- Prepares and administers the department's budgets, including materials and supplies, outside services, chemical and outside lab service costs and vehicle and equipment expenses.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff directly and through subordinate levels of supervision.
- Monitors and evaluates developments in water conservation technologies and techniques; makes recommendations for new developments into programs.
- Coordinates and administers water conservation program administration with local and state agencies and ensure appropriate reporting.
- Responsible for overall facilities security and emergency preparedness.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Participates in and provides input for the District's Capital Improvement Program.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees the development or update of the District's water and wastewater Asset Management plans and programs and other plans related to District infrastructure.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the development, maintenance and management of water treatment and distribution and wastewater collections systems and related facilities.

- Pertinent local, State, and Federal laws, rules and regulations and reporting, including EPA and CADPH Safe Drinking Water Regulations.
- Principles of supervision, management and general administration, including coaching and mentoring staff.
- Principles and techniques of capital improvement design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety.
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive water and wastewater systems and facility construction, maintenance and operations program.
- Reading and interpreting plans, specifications and diagrams used in the design and construction of water treatment and distribution and wastewater collection systems and related facilities.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and five years of experience in maintenance and operations of water treatment and distribution and wastewater collection systems and facilities, including at least three years of progressively responsible supervisory experience. Public sector experience highly desirable.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework that includes physical, chemical or biological science is desired and a minimum of three years of experience in water technology to include water distribution, treatment and wastewater management and one year of supervisory experience. a four-year college or university with major course work in a technical field related to the work.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework that includes physical, chemical, or biological science is desired and at least two years of experience in water technology to include water distribution, treatment and wastewater management with one year of supervisory experience.

Experience:

Five years of experience in maintenance and operations of water treatment and distribution and wastewater collection systems and facilities, including at least three years of supervisory experience. Experience at the Marina Coast Water District highly desirable.

Licenses and Certifications:

Must possess a valid California class C_ driver's license and have a satisfactory driving record. The following certification is required for this position or can be obtained within 12-24 months from appointment date-hire:

California Department of Public Health Water Distribution Operator Grade IV,

California Department of Public Health Water Treatment Operator Grade III, and

-California Water Environment Association Collection System Maintenance Grade IIIV

American Water Works Association Backflow Prevention Assembly General Tester and Cross Connection Control Specialist certification.

Must possess California Grade IV or V level Collection System Maintenance and Water Distribution System certificates.

Physical Demands:

Work is normally performed in a standard office setting and uses standard office equipment, including a computer. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require ability to walk, observe, talk, listen, and operate a two-way radio and telephone. Occasionally, work requires lifting or moving up to 25 pounds. ; mobility to inspect various water and wastewater treatment facilities and systems; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

FLSA: Exempt from overtime

Collective Bargaining Unit: Teamsters Local 890

DRAFT

ASSISTANT OPERATIONS AND MAINTENANCE SUPERVISORINTEUDENT
DRAFT

DEFINITION

Under general supervision, assists in the planning, organizing and direction of the District operations and maintenance functions and programs; performs work in support of water treatment, potable and recycled water distribution and/or wastewater collection system activities; ensures that all federal, state and local regulatory requirements are met; ensures departmental safety training and reporting is current and policies and procedures are compliant; provides assistance to District management staff in areas of expertise performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent. Direct supervision is provided to field operations and maintenance support staff.

CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance and participates in all District activities required to ensure that District systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include supervising the performance of work in all operations and maintenance areas, depending upon the immediate needs of the District. This may include water treatment, potable and recycled water distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Superintendent in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision. This position performs the duties of the Superintendent in his/her absence.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides direct supervision, training, and work evaluation to department staff and interpretation of District policies.
- Oversees both routine and non-routine implementation of Operatons and Maintenance field duties.
- Performs operations and maintenanceengineering tasks in the repair, installation, and/or start-up of District-owned or operated facilities by coordinating with District O&M personnel, engineering consultants, and/or contractors who are under contract with the District;

- Develops, updates and maintains the District Asset Management system database, GIS database and software programs to ensure the efficient operation of all District equipment and facilities;
- Provides oversight and support of the Fats, Oils, and Grease (FOG) and Cross Connection Control programs;
- ~~Develops, maintains and manages District programs including, but not limited to, Small Main Replacement Program, Well Maintenance Program, Generator Maintenance, Tank Maintenance Programs and Recycled Water Program;~~
- Assists in evaluating and solving complex system problems including water distribution, collection system, lift station/booster pump station problems and/or SCADA system problems;
- Provides assistance to engineering department with operational input for engineering design for capital and operating projects;
- ~~Reviews drawings, plans and other work submitted by external consultants, engineers, contractors and developers for conformance with professional codes, standards and District specifications;~~
- ~~Drafts and prepares administrative correspondence and reports;~~
- Oversees the routine inspection of water treatment facilities, water distribution, wastewater collection systems, and recycled water distribution systems;
- ~~Participates in consultant selection process and professional service contracts;~~
- Directs the mitigation of sewer and recycled water overflow spills, leakages and other damage; reports such incidents to the proper regulatory agency if required by law;
- ~~Prepares and presents reports on project status to the Board of Directors, management staff, other District staff, outside agencies, the public and developers;~~
- May perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations of water resources, water/wastewater and recycled water facilities and utility operations;
- SCADA software programming and repair;
- Principles and procedures of project management including planning, scheduling, budget and control;
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety
- —
- Principles and practices of preventative and predictive maintenance engineering with emphasis on water supply, treatment and distribution; and wastewater collection;
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software;
- Knowledge and understanding of pertinent federal, state, and local codes, laws and regulations;

Assistant Operations and Maintenance Supervisor/Intendent - Draft

- Operation and ~~preventive~~ maintenance of recycled water, ~~and~~ water ~~desalination treatment, and~~ water distribution, ~~and~~ wastewater collections facilities and equipment;
- Principles, practices and equipment required to maintain and repair water treatment, potable and recycled water distribution and/or wastewater collection systems, including underground water and wastewater collection ~~lines~~ mains and pumping/lift stations;
- Safety equipment related to the handling and storage of hazardous chemicals;
- Safe work practices as related to underground construction and repair;
- Principles and practices of supervision and staff development and training,-

Skill in:

- Operating, maintaining, troubleshooting and repair of water ~~desalination treatment~~ and water distribution facilities and equipment, as well as wastewater collections and recycled water systems and related facilities;
- ~~facilities and equipment, as well as wastewater collections and recycled water systems and related facilities;~~
- Training, motivating, supervising and evaluating the work of staff;
- Troubleshooting water/wastewater and recycled water system problems including, but not limited to hydraulics;
- Report writing, correspondence, and policy interpretation;
- Mathematical calculations;
- Reading maps, blueprints, manuals, and specifications;
- Meeting critical deadlines and record generation and submission requirements;
- Using tact, initiative, and independent judgment;
- Responding to public requests in a courteous and timely manner.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and five years of skilled operations and maintenance experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.
~~a four year college or university with major course work in a technical field related to the work~~

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that may include physical, chemical or biological science and a

minimum of two years of experience in water technology to include water distribution, treatment or wastewater management with some supervisory experience.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework in a technical field related to the work that may include physical, chemical, or biological science and at least one year of experience working in water technology and some supervisory experience.

Experience:

~~Five years of skilled operations and maintenance experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with a minimum three years of supervisory experience.~~

Licenses and Certifications:

Must possess a valid California class C and B driver's licenses and have a satisfactory driving record. ~~Must obtain~~ The following certification is required for this position or can be obtained within 12-24 months from appointment date or hire:

~~California Department of Health Services~~ Public Health Grade IV Water Distribution Operator Grade IV
~~California Department of Public Health~~ Water Treatment Operator Grade II
~~and California Water Environment Association~~ Collection System Maintenance Grade III .
~~certification.~~

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

~~Assistant~~ Operations and Maintenance Supervisor~~intendent~~ - Draft

FLSA: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

DRAFT

**PROJECT MANAGER
DRAFT**

DEFINITION

Responsible for ~~general project and contract~~ management of a ~~District major~~ projects including project documentation, labor compliance, and general inspection; oversight of special inspection as needed; of moderate scope; perform complex professional project management work as a team member for capital and operating projects and strategic issues within District policies; provides assistance to the District Engineer and staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; participates in and review initiation, planning, change management, control, and close-out procedures; review development plans for compliance with District standards and general inspection as needed; implement public sector procurement for outside professionals and major equipment as needed; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a management level class with responsibilities focused on planning and implementation of District projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background in public sector project and construction management, as well as skill in coordinating work with contractors, developers, public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Coordinates with District Engineering staff and outside engineering consultants for the design, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.
- Prepares contract bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Management of Contractor construction work to insure compliance with contract specifications and completion within budget and schedule.
- General Inspection of Contractor work and procurement of specialty inspection needed for related construction.

- Negotiates and administers contracts for construction projects; ~~ensures contractor compliance with District standards and specifications, time and budget estimates;~~ analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Reviews development plans with development representatives and oversees inspection effort for District compliance
- Responsible for appropriate project documentation for detailed construction management records, legal and grant requirements, as-builts, and complete operational manuals.
- Conducts studies, evaluates alternatives, makes recommendations, prepares and present reports for the Board of Directors.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Conducts field inspections of new public sewer and water systems and/or repairs made by contractors, owners, other agencies and district crews.
- ~~Participates in District long and short-range improvement planning and preventive maintenance activities.~~
- ~~Directs and oversees the work of contractors and support staff on a project or day-to-day basis; instructs staff in work procedures.~~
- Estimates and maintains budget for expenditures related to planning, design, and construction of capital improvement projects.
- Procures necessary project permits and approvals from regulatory agencies.
- Coordinates getting easements and property associated with project needs.
- May act as the District's liaison with a variety of committees, commissions, construction, and design engineers, developers and represents the District and the department in meetings with other public, regulatory and private organizations.
- Assists in the planning and administration of the capital improvement budget.
- ~~Prepares a variety of written correspondence, reports, plans, procedures, ordinances and other written materials.~~
- Maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District infrastructure development and maintenance.
- Principles and practices of public bidding and public contracting processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Computer applications related to the work, including project management software.
- Applicable public construction and labor laws, codes and regulations.
- Water distribution and wastewater collections systems.

- Practices of evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Developing and administering contracts for professional services and construction in a public agency setting.
- Evaluating alternatives, making sound recommendations, and preparing effective staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Instructing staff in work procedures.
- Working under pressure and coordinating numerous activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in construction management or a related field.

Experience:

Five years of increasingly responsible professional project and construction management experience in the management, development, and completion of redevelopment/economic development programs, ~~in preferably in~~ a public agency setting. ~~Water and Wastewater experience highly desirable.~~

License:

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt – Not eligible for overtime

Bargaining Unit: MCWD Employees Association

DRAFT

SENIOR ENGINEER/CAPITAL PROJECTS MANAGER
DRAFT

DEFINITION

Under general direction of the Deputy General Manager/District Engineer, performs and oversees professional field and office engineering project management work related to the planning, design, construction of the District's Capital Improvement Program and relevant development in the District's service area. . The Senior Engineer provides professional assistance and technical advice; coordinating projects; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the District Engineer/Deputy General Manager/District Engineer and District staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy General Manager/District Engineer. This is a -May supervisory position provide of- assigned technical direction to contract engineering and -project staff.

CLASS CHARACTERISTICS

This is the full journey level in the professional engineering classification series. This is a lead/supervisory level class of the series. Under general direction, the Senior Engineer is responsible for managing highly visible and sensitive projects, and for supervising subordinate engineering staff performing several projects.

Assignments may include ongoing major project or program management and successful performance of the work requires an extensive professional background as well as skills in coordinating work with other agencies, contractors, regulatory bodies and public jurisdictions. Senior Engineer is distinguished from the next lower level of Associate Engineer in that the Senior Engineer handles the most complex and sensitive work and has full supervisory authority over lower level engineers. It is distinguished from the higher level class of Deputy General Manager/District Engineer in that the latter is assigned as in charge of the engineering group of the District with District-wide internal and external impact.

This is a full journey level class with responsibilities focused on planning, design, construction and maintenance of District engineering projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background as well as skill in coordinating work with those of other District departments and public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Monitors and manages the day-to-day operations of a projects or functions, including developing short and long-range goals, objectives and budgets, coordinating activities with other departments and outside agencies, overseeing records maintenance, monitoring budgets and expenditures, overseeing reporting requirements, evaluating program or project service delivery and cost

- effectiveness; ensuring that procedures are being followed and assisting in resolving complex problems which require professional level input.
- Conducts advanced and complex engineering and related studies, evaluates alternatives, makes recommendations and presents reports to the Deputy General Manager/District Engineer, the General Manager and/or the District Board.
- Supervises engineering and construction staff on a day-to-day or project basis, including developing, implementing and interpreting policies and procedures, evaluating and training staff.
- Serves as project manager on complex projects, including defining project scope, selecting consultants, negotiating contracts, amendments and change orders, preparing and monitoring project schedules; monitoring, reviewing and coordinating project design and construction; evaluating contractor's requests for extra work; enforcing terms of the contract, processing payments and change orders; coordinating projects with businesses, utilities and other District departments; conducting field and construction site inspections, and resolving contract disputes.
- Prepares and directs the preparation of designs, specifications, plans, estimates and reports for Capital Improvement projects and the development and modification of District infrastructure.
- Reviews, and oversees the review of private development plans submitted by developers, landowners and engineers for adequacy of application and conformance to District standards.
- Prepares a variety of written materials, including staff reports, engineering reports and grant applications for engineering projects; may conduct studies and confer with the public regarding water and wastewater issues.
- Serves as the District's representative with a variety of committees, commissions, businesses and community organizations; attends meetings and promotes department and or District activities and objectives; maintains liaison with other regulatory and public and private entities; fosters collaborative relationships to the mutual benefit of the District and these organizations.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Performs project development for complex projects such as capital improvement, including finalizing scope of projects, preparing bid summaries, conducting bid openings, preparing project budgets and preparing cost estimates.
- Monitors and supervises design and construction, including reviewing plans, specifications, estimates and calculations and giving technical advice on corrective action.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions and ordinances.
- ~~➤ Prepares designs, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.~~
- ~~➤ Prepares bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.~~
- ~~➤ Designs or prepares contract documents and specifications for District engineering projects.~~
- ~~➤ Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.~~
- ~~➤ Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.~~
- ~~➤ Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors.~~
- ~~➤ Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.~~

- ~~➤ Conducts field inspections of new public sewer systems and/or repairs made by contractors, owners, other agencies and district crews.~~
- ~~➤ Participates in District long and short range improvement and preventive maintenance activities.~~
- ~~➤ Directs and oversees the work of contractors and support staff on a project or day to day basis; instructs staff in work procedures.~~
- ~~➤ Estimates and maintains budget for expenditures related to engineering consulting services necessary for capital improvement projects.~~
- ~~➤ Interprets and administers applicable laws and ordinances governing engineering work.~~
- ~~➤ May act as the District's liaison with a variety of committees, commissions, construction and design engineers, developers and represents the District and the department in meetings with other public, regulatory and private organizations.~~
- ~~➤ Assists in the planning and administration of the capital improvement budget.~~
- ~~➤ Prepares a variety of written correspondence, reports, plans, procedures, ordinances and other written materials.~~
- ~~➤ Assists with the mapping and development of the geographic information systems of the District.~~
- ~~➤ Maintains accurate records and files.~~
- ~~➤ Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.~~

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District [water and wastewater](#) infrastructure development and maintenance.
- Principles and practices of civil engineering.
- Principles and practices of cost estimation and contract administration.
- Methods, materials, and techniques used in the construction of public utility [ies](#) projects.
- Practices related to surveying, including reviewing and preparing maps and legal descriptions.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to water distribution and wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
-

Skill in:

- Developing and reviewing plans for water and wastewater treatment plants and distribution and collection facilities projects.
- Developing and administering contracts for professional services and construction in a public agency setting.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.

- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Instructing staff in work procedures.
- Working under pressure and coordinating numerous activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

Five years of professional engineering design, construction supervision of increasing complexity, plan review and project administration experience, preferably in a public agency setting.

License:

Must possess California State Registration as a ~~Certified~~ Professional Civil Engineer.
Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

[FLSA: Exempt from overtime](#)

[Collective Bargaining Unit: Teamsters Unit Local 890 \(Confidential and Management Employees\)](#)

System Operator I/II
Draft

DEFINITION

Under direct and general supervision, learns and performs a variety of semi-skilled and skilled work in support of all District water treatment, ~~and~~ distribution, ~~and/or~~ wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; assists in performing underground televised ~~water and~~ wastewater collection mainline inspection and hydrocleaning of wastewater collection lines; assists in inspecting and performing preventive maintenance, servicing and mechanical repair of potable water booster~~stationary~~ pump stations, wastewater~~and~~ lift stations and mobile equipment; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Assistant Operations and Maintenance Supervisor, and the System Operator III ~~as needed~~. General supervision is given by the Operations and Maintenance Superintendent~~Superintendent~~. No direct supervision of ~~staff~~ is exercised.

CLASS CHARACTERISTICS

System Operations and Maintenance Worker or I is the entry-level class into this operations and maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all equipment. Incumbents will be assigned to roving maintenance crews to be trained in water distribution and wastewater collection systems maintenance in all locations of the District. This class is alternately staffed with System Operator ~~ions and Maintenance Worker~~ II and incumbents may advance~~advanee~~ to the higher level after gaining the knowledge, skills, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

System Operations and Maintenance Worker or II is the experienced-level class, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment, ~~and~~ distribution and wastewater collection systems maintenance in all locations of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the Senior System Lead Operator III ~~ions and Maintenance Worker~~ by the latter's lead, by the latter's lead, special ~~special~~ assignment and advanced training and certification requirements.

EXAMPLES OF DUTIES (Illustrative Only)

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains, manholes, pipes, lateral connections and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection main ~~and lateral service connections.~~
- ~~➤ Performs preventive and corrective maintenance on septic tanks.~~
- Operates hydro-cleaning ~~and rodding~~ equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- ~~➤ Builds and cleans out manholes, catch basins and other drainage facilities.~~
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- ~~➤ Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.~~

When performing the water distribution systems assignment:

- Inspects underground water mains and service laterals pipes and associated appurtenances to locate leaks, and breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water pipe-lines, fittings, valves and fire hydrants; taps and repairs water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes ~~minor~~ repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination eylinders, equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.
- May learn and perform water desalination plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- ~~➤ May learn and perform handling of desalination plant's instrumentation and control equipment.~~ Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.
-

When performing all assignments:

- Completes work orders initiated by customer service staff or assigned by supervisor according to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Operates heavy equipment and vehicles such as backhoe, vactor/jetter, dump truck, forklift, lift truck and hydro-cleaning equipment.

- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Marks the location of underground water and wastewater collection lines in response to USA requests.
- Maintains accurate records of work performed.
- May maintain external District premises including weeding, painting, basic carpentry and other tasks as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection mainlines, manholes and pump/lift stations.
- The operation, cleaning and preventive maintenance of water desalination treatment, and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations.
- Operating, maintaining and repairing water desalination and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

System Operations and Maintenance Worker I and II: Equivalent to graduation from high school and a course of specialized training covering the fundamentals of water supply principles.

System Operator II: Equivalent to graduation from high school with specialized coursework or training in a technical field that includes the fundamentals of water supply principles and two years of experience in water distribution and wastewater collection systems at a level equivalent to that of a MCWD System Operator II

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field that may include physical, chemical or biological science.

Experience:

~~Operations and Maintenance Worker I:~~ No experience is required. ~~Some Experience in water distribution and/or wastewater collection mainline cleaning and maintenance or in underground pipeline construction is desirable.~~

~~Operations and Maintenance Worker or II:~~ One Two years of semi skilled operations and maintenance experience in both water distribution and wastewater collection systems at a level equivalent to that of ~~Operations & Maintenance Worker or I.~~

Licenses and Certifications:

System Operations and Maintenance Worker or I: Must possess and maintain a valid California class C driver's licenses and have a satisfactory driving record. Must obtain within the probationary period a valid California class B driver's license (and continue to maintain having a satisfactory driving record). The following certifications must be obtained within 18-3624 months of appointment date/hire:

~~—California Department of Public Health Water Distribution Operator Grade I,~~

~~California Department of Public Health Water Treatment Operator Grade I,~~

~~and a California Water Environment Association Collection System Maintenance Grade I.~~ Must obtain California Grade I Water Distribution System and Wastewater Collection System Maintenance certificates within a time period specified by the District.

System Operations and Maintenance Worker or II: Must possess and maintain a valid or obtain within the probationary period a valid California class B and C driver's licenses and have a satisfactory driving record. The following certifications are required at time of must be obtained within 18-24 months- appointment of hire:

~~—Must possess— California Department of Public Health Water Distribution Operator Grade II,~~
~~California Department of Public Health Water Treatment Operator Grade II,~~

~~and a California Water Environment Association Collection System Maintenance Grade II~~
~~California Grade II Water Distribution System and Collection System Maintenance certificates.~~

In order to be eligible for promotion from the System Operator I to the System Operator II, employees must be in possession of all the listed Grade I and Grade II certifications.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment. Regular standby for response to off hours emergency situations is required. ~~This work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.~~

FLSA: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

SYSTEM OPERATOR III

Draft

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; performs underground televised water and wastewater line inspection and hydrocleaning of wastewater collection lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; acts as for the Operations and Maintenance Superintendent Supervisor on a relief basis; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent and the Operations and Maintenance Supervisor. Direct supervision is exercised as required. Crew direction and training in safety and work procedures are provided to field operations and maintenance staff on an as-needed basis.

CLASS CHARACTERISTICS

The Senior Operations and Maintenance Worker~~Operator III~~ is the skilled, advanced journey-level class that participates in all District activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment and distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. The incumbent troubleshoots and performs repair on a variety of mechanical and electrical equipment as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is distinguished from the Assistant Operations and Maintenance Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

When performing all assignments:

- Troubleshoots problems in water treatment and distribution and wastewater collection systems, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills, leakages and damage as required.

- Acts as crew leader on a project day to day basis; acts for the Operations and Maintenance Supervisor on a relief basis.
- Trains, directs and reviews the work of less experienced staff.
- Performs the full range of Operations & Maintenance Worker duties, such as:

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mainpipes, lateral connections and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection main and lateral service connections.
- ~~Performs preventive and corrective maintenance on septic tanks.~~
- Operates hydro-cleaning and rodding equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Repairs and maintains. ~~Builds and cleans out~~ manholes, cleanouts, catch basins and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water pipes and associated appurtenances to locate leaks, breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water mainpipe lines, fittings, valves and fire hydrants; taps ~~and repairs~~ and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment cylinders.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.
- May learn and perform water treatment desalination plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- May learn and perform handling of water treatment desalination plant's instrumentation and control equipment.

When performing special projects or other administrative duties:

- May conduct purchases and order parts, supplies and safety equipment.

- May act as liaison between the District and contractors, vendors and other public agencies that provide services to the District and supervise the work of same; process purchase orders and invoices from suppliers, vendors, contractors and agencies in a timely manner.
- May dispatch emergency and non-emergency two-way communications to operations & maintenance crews.
- May support the plan, direct, organize, efforts to implement and maintain the District's backflow program.
- With the Operations and Maintenance Superintendent's guidance, may develop work plans for the operations and maintenance department; identify issues, problems and set goals.
- May implement safety awareness program and training and ensure District compliance with federal, state and local safety laws and regulations.
- File reports with the appropriate federal, state and local authorities on sewage spills and other damager as required by law.
- Maintain reports, records and files related to work.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater infrastructure, wastewater collection mainlines and pumping/lift stations.
- The operation, cleaning and preventive maintenance of water desalination-treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater lines and infrastructure, including booster pump and wastewater lift stations.
- Operating, maintaining and repairing water desalination-treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Maintaining accurate records of work performed.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and three years of skilled maintenance experience in both water distribution and wastewater collection systems or three years at a level equivalent to that of MCWD System Operator II.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that includes the fundamentals of water supply principles and one year of experience in water technology to include distribution, treatment or wastewater collection systems.

Experience:

Four years of skilled maintenance experience in both water distribution and wastewater collection systems or two years of experience at a level equivalent to that of Operations and Maintenance Worker or II.

Licenses and Certifications:

Must possess a valid California class B and C driver's license and have a satisfactory driving record. ~~Must possess~~ The following certification is required within 12-24 months from appointment date of hire:

California Department of Public Health Water Treatment Operator Grade II, California Grade III level Wastewater Collection System Maintenance and

California Department of Public Health Distribution Operator Water Distribution System Grade III, and a

California Water Environment Collections System Maintenance Grade III, certificates.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure

to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment. Regular standby for response to off hours emergency situations is required. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

DRAFT

WATER CONSERVATION SPECIALIST

BASIC FUNCTION DEFINITION

Under general supervision, To performs professional level duties in the District's residential, commercial, and landscape water conservation programs; developing programs to promote water conservation; conducting field audits and providing consultation on residential and landscape water conservation methods; responding to customer inquiries or complaints; and analyzing data and preparing reports on water conservation issues; performs related work as required.-

SALARY RANGE

Range 46: \$41,142 to \$50,125 annually (2004)

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Operations and Maintenance Superintendent. May provide direction to volunteers and interns.

CLASS CHARACTERISTICS

This single position class is responsible for assisting with the development and implementation of various water conservation and community outreach programs, performing general clerical tasks and providing routine information to the public. Positions in this classification are distinguished from that of Water Conservation Supervisor in that the latter has overall programmatic responsibility for the water conservation program including the evaluation and supervision of staff.

TYPICAL DUTIES Duties may include, but are not limited to, the following:

Examples of Duties (Illustrative Only)

- Assists with the administration of water conservation and community outreach programs, including the rebate programs; assists with program outreach by distributing materials, process water conservation certificates and rebate applications; checks applications for accuracy and completion, performs inspections to verify installation, enters data on computer and prepares documents for payment.
- Responds to reported water waste complaints by contacting customer by phone or sending information to educate the customer. Makes recommendation for improving water use or irrigation efficiency at sites visited and assists in promoting good water management practices.

Water Conservation Specialist - DRAFT

- Develop or assist with the development of water conservation programs that will be part of the District's desire to expand water conservation programs. Develops water conservation programs with particular focus on new developments, outside irrigation practices, and associated public information campaigns.
- Schedules and conducts water audits of residential, commercial and industrial, and large turf customers. Develops and manages the Ultra Low-Flow Toilet program.
- Assists in preparation of ordinances that will affect the District's expanded water conservation program.

- Provide technical expertise and advice on building or landscape projects and develop public information materials relative to the water conservation program.
- Oversees the District's water education program including working with local elementary and secondary school programs.
- Prepares a variety of written materials, including brochures, advertisements, surveys, newsletters, reports, and correspondence.
- Reviews water consumption records, summarized information, and prepares statistical spreadsheet reports.
- Plans, coordinates and staffs special events, workshops, and professional seminars; makes presentation to community and other groups.
- Monitor and evaluate developments in water conservation technologies and techniques; incorporate new developments into programs.

~~Prepare or assist with the preparation of ordinances that will affect the District's expanded water conservation program. This may also require external and internal Board level presentations or assisting the Water Conservation Supervisor with said presentations.~~

~~Solicit, schedule, and conduct water audits of residential, commercial and industrial, and large turf customers. Develop and manage major Water Conservation programs, such as the District's Ultra Low Flow Toilet program, as appropriate.~~

~~Make recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting good water management practices.~~

~~Gather and analyze data, and make written reports to site owners, managers, and other District departments which outline suggestions for water system use improvements.~~

~~Respond to customer inquiries or complaints and provide technical assistance regarding irrigation or water use problems.~~

~~Provide technical expertise and advice on building or landscape projects and develop public information materials relative to the water conservation program.~~

Water Conservation Specialist - DRAFT

~~May assist in District's water education program including working with local elementary and secondary school programs.~~

- ~~➤ Use a computer to enter, maintain, and analyze data, and prepare reports and correspondence.~~
- ~~➤ May be required to occasionally work weekend events or at after school programs.~~

~~Use a personal computer to enter, maintain, and analyze data, and prepare reports and correspondence.~~

~~Attend and make presentations at community workshops or events, and assist in publicizing the District's water conservation programs. May be required to occasionally work at weekend water conservation events or at after school programs.~~

~~Represent the District at professional or industry group meetings and generally remain current on new developments in the field of water conservation.~~

~~Direct and supervise Water Conservation Worker(s), establish their work assignments, manage their workloads and assist them with more technically difficult problems.~~

Build and maintain positive working relationships with co-workers, other District employees and the public using the principles of good customer service.

Assist District Engineer with special water conservation projects, as required.

~~Performs related duties as assigned.~~

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Knowledge of:

- ~~➤ Current techniques, practices, and institutional processes related to water conservation.~~
- ~~➤ Principles and practices of natural resource management, water conservation, landscape maintenance and irrigation systems.~~
- ~~➤ Principles and practices of public information services.~~
- ~~➤ Principles and practices of landscape management methods for commercial, institutional and residential applications including soils, turf grasses, and irrigation systems.~~
- ~~➤ Applicable local, State and Federal laws, ordinances and rules and regulations governing the water code.~~
- ~~➤ Standard office practices, word processing, spreadsheet applications and other software related to conservation applications.~~

~~Principles and practices of landscape management methods for commercial, institutional and residential applications.~~

Water Conservation Specialist - DRAFT

~~The types and characteristics of water conserving plants, landscape designs, soils, turf grasses, and irrigation systems.~~

~~Evapotranspiration and its application to landscape water management.~~

~~Residential, commercial, industrial and institutional water conservation devices, materials and practices.~~

~~Word processing, spreadsheet and other computer applications related to water conservation applications.~~

Ability to:

Skill in:

- Working independently, without close supervision, in the office and the field.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Marketing, organizing and conducting effective water conservation and auditing programs.
- Read and interpret complex technically written materials, landscape and building plans.
- Communicating effectively, both orally and in writing. Prepare clear and concise written reports and correspondence.
- Professionally represent the District at civic meetings, community events, school presentations, and at any time when dealing with the public and coworkers.
- Analyze water conservation problems and make practical independent decisions and recommendations based upon specifics found.
- Use a variety of tools, devices, and equipment specific to water conservation activities.

~~Market, organize and conduct effective water conservation and water auditing programs.~~

~~Read and interpret complex technically written materials, landscape and building plans.~~

~~Attend various community and civic meetings and / or functions and make presentations on behalf of the District.~~

~~Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence. Speak effectively to large groups.~~

~~Analyze water conservation problems and make practical independent decisions and recommendations based upon specifics found.~~

~~Use a variety of tools, devices, and equipment specific to water conservation activities. Provide technical and functional supervision to other staff.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Experience and Training:

Water Conservation Specialist - DRAFT

Any combination of education, experience and training that would provide the required knowledge and abilities. A typical way to obtain the minimum knowledge and abilities would be:

Experience and Education:

Equivalent to an Associate's degree from a Bachelor's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field.

Experience:

Three years of experience in a water conservation program, or landscape or irrigation design. Formalized training in water conservation and auditing methods may be substituted for the listed academic majors.

~~Two years of experience in a water conservation program, or landscape design or irrigation design.~~

OR

~~Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field. Four years of experience in a water conservation program, or landscape design, irrigation or design.~~

~~Formalized training in water conservation and irrigation auditing methods may be substituted for the listed academic majors.~~

License or Certificate:

~~Possession of, or ability to obtain, a valid California driver's license.~~
Must possess and maintain a valid California class C driver's license and satisfactory driving record.

Irrigation Auditor's Certification from National Landscape Association desired, but not required.

Physical Demands:

Water Conservation Specialist - DRAFT

Must possess mobility to work in a standard office setting, operate a motor vehicle and to visit various District and meeting sites which may include walking on uneven ground or pavement. The position requires vision to read printed materials and a computer screen, repetitive hand movement and fine coordination in using a computer keyboard. Acute hearing is required when providing phone and personal service. The need to lift, draf and push documents, tools and various conservation devices is required up to 25 pounds.

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